



# NABIL GARMA

## Human Resources & Admin Manager



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## PERSONAL INFORMATIONS

Nationality: Tunisian

Marital Status: Married

4 kids

## EDUCATION

### BACHELOR'S DEGREE

Private Law

University of Law & Political

Sciences – Tunis - Tunisia

1992 – 1999

### BACCALAUREATE

Literature & Arts

Secondary School Bkalta - Tunisia

1992

## PROFESSIONAL PROFILE

- Certified HR Business Partner (HRBP) with additional Occupational Personality Questionnaire (OPQ) certification.
- Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
- Demonstrated success in implementing Performance and Talent Management, Succession planning and management reports.
- Experimented in Hotels and Resorts pre-opening and Opening.
- Expert in Brand immersion and HR Standard setup for international brands.

## EXPERIENCE

### HUMAN RESOURCES MANAGER

Hilton Hotels & Resorts

Hilton Skanes Monastir Beach Resort Tunisia Pre-opening

Current Position

Part of the Resort Leadership team who collectively make key strategic and operational decisions for the Resort. Responsible for the overall HR function including compensation & benefits strategy, talent acquisition and development, internal communication, employee relations, compliance and legal matters related to all employees.

#### In the pre-opening:

- Administrative set up of the human resources department
- Recruiting the human resources team
- Establishing the human resources job descriptions
- Setting up the procedures as requested by Hilton standards
- Establishing the reporting conform to the Hilton hotels and resorts guidelines
- Monitoring and administrate different Hilton software as "The Lobby" "Taleo"
- Responsible for the overall recruitment process
- Generating employment agreements and offer letters in line with local labor law
- Responsible for the administration and optimization of "Hilton University"
- Responsible for the hotel's on boarding process of new hires.
- Liaising with area L & D regarding training and learning opportunities
- Preparing supporting documentation for salary and benefits reviews.
- Supporting and coordinating Area and corporate projects on a local level
- The preparation of periodic report (Weekly, Monthly and annual) relating to productivity, turnover, costing and performance indicators.
- Responsible for senior level decision making and strategic direction of the hotel.
- Develop and implement an annual agenda for HR strategy in line with the business plan and the guideline of Hilton Hotels and resorts.
- Responsible for the establishment of the annual budget of human resources and the guarantor of its application.

## SOFT SKILLS

Multicultural awareness

Interpersonal skills

Adaptability

Versatility

Sense of synthesis

Open-minded

Stress management

Active listening

Conflict resolution

Learning ability

Attention to Detail

Team Leadership

Negotiation

Public Speaking

Improving Efficiency

## EXPERIENCE Continued

### HUMAN RESOURCES MANAGER

**Marriott Hotels – Sousse Pearl Marriott Resort & Spa** Tunisia

From June 2020 to October 2021

<https://www.marriott.com/hotels/travel/mirms-sousse-pearl-marriott-resort-and-spa/>

#### Main activities and responsibilities:

- Responsible for the hotel's on boarding process of new hires.
- Liaising with area L + D regarding Brand immersion and learning opportunities
- Managing the Company L+D platform (Mylearning & Digital Learning Zone) through the "MGS: Marriott Global Sources" and supporting associates to develop their skills.
- Implementing of the Company standard according to the Brand guideline
- Responsible of the new associates' induction in to the company vision
- Preparing supporting documentation for salary and benefits reviews.
- Supporting and coordinating Area and corporate projects on a local level
- The preparation of periodic report (Weekly, Monthly and annual) relating to productivity, turnover, costing and performance indicators.
- Responsible for senior level decision making and strategic direction of the hotel.
- Develop and implement an annual agenda for HR strategy in line with the business plan and the guideline of Marriott International.
- Responsible for the establishment of the annual budget of human resources and the guarantor of its application.
- Ensure all policies and procedures are up to date and legally compliant.
- Ensure all associate receive appraisals in accordance with company policy

### DIRECTOR OF HUMAN RESOURCES

**Anantara Hotels & Resorts – Anantara Resort Tozeur** Tunisia -Qatari Diar Investment

From June 2019 to November 2019

#### Pre-opening Mission:

<https://www.anantara.com/en/sahara-tozeur>

- Responsible for the overall recruitment process
- Generating employment agreements and offer letters in line with local labor law
- Responsible for the administration and optimization of the TMS (Talent Management System)
- Responsible for the hotel's on boarding process of new hires.
- Liaising with area L & D regarding training and learning opportunities
- Preparing supporting documentation for salary and benefits reviews.
- Supporting and coordinating Area and corporate projects on a local level
- The preparation of periodic report (Weekly, Monthly and annual) relating to productivity, turnover, costing and performance indicators.

#### In the hotel strategies:

- Responsible for senior level decision making and strategic direction of the hotel.
- Develop and implement an annual agenda for HR strategy in line with the business plan and the guideline of Minor Group.
- Responsible for the establishment of the annual budget of human resources and the guarantor of its application.

## TEHNIICAL SKILLS

Orientation & On-Boarding  
Training & Development  
Performance Management  
Organizational Development  
Staff Recruitment & Retention  
Benefits Administration  
Payroll administration  
Employee Exit Process  
HR Department startup  
Employment Law HR  
Policies & Procedures  
Computer skills  
Statistical and data analysis  
Project Management

## EXTRA

### VOLUNTEER EXPERIENCE

Volunteer Senior Manager  
“on the road to 2022”  
Qatar World Cup 2022

### ASSOCIATIVE EXPERIENCE

Hospitality Industry/THP (Tunisian  
Hospitality Professional) Association  
Founding Member

## EXPERIENCE Continued

**DIRECTOR OF HR & ADMIN (Corporate/Group Director of Human Resources)**  
**United Business Development** (Food and Beverage Management Group)  
[www.ubdqatar.com](http://www.ubdqatar.com) / Doha Qatar / From August 2015 to December 2018

### Main activities and responsibilities:

- Act as the face of HR for the company
- Responsible for senior level decision making and both day to day management and strategic direction of the company.
- Adapting and writing company policies and procedures.
- Develop and implement an annual agenda for HR strategy in line with the business plan. Ensure HR plans support the needs of the business but are also flexible enough to cope with changes in the organization, as and when they occur.
- Responsible for the establishment of the annual budget of human resources and the guarantor of its application
- Provide information and reports on data such as staff turnover, references, cost per hire, training hours per person, etc.
- Conduct training needs analysis and designs and implement a training plan with input from business heads. Manage costs to budget.
- Ensure all staff receive appraisals in accordance with company policy and monitor probationary periods.
- Co-ordinate recruitment throughout the company through management of a recruitment team/HR team. Build relationships with recruiters, draft briefs, set up interviews where necessary. Interview senior hires when necessary
- Ensure all Job Descriptions are kept up to date, create new Job descriptions as and when necessary
- Deal with any performance or grievance issues in a legally compliant and professional way
- Ensure all policies and procedures are up to date and legally compliant.
- Provide day to day advice to line managers on all human resource issues: management of staff, remuneration, etc.
- Review all staff salaries and make recommendations for pay rises in consultation with department heads. Implement any increases and promotions.
- Maintain a succession plan for all departments
- Involvement in all redundancy consultations
- Ensure payroll is completed accurately and to deadline
- Conduct occupational health referrals and providing pastoral support and advice to employees.

## EXPERIENCE continued

### LANGUAGES

Arabic: Mother language

English: Fluent

French: Expert

### EXTRA

#### VOLUNTEER EXPERIENCE

Volunteer Senior Manager  
“on the road to 2022”  
Qatar World Cup 2022

#### ASSOCIATIVE EXPERIENCE

Hospitality Industry/THP Association  
Founding Member

### INTERESTS

Photography

Sports

Movies

Travel

Reading

#### HUMAN RESOURCES DIRECTOR

**Mövenpick Hotels and Resorts 5\*** (Mövenpick Resort & Marine Spa Sousse Tunisia) 618 Rooms – 700 Employees / From June 2009 to July 2015

<https://www.movenpick.com/fr/africa/tunisia/sousse>

##### Main activities and responsibilities:

In the preopening:

- Administrative set up of the human resources department
- Recruiting the human resources team
- Establishing the human resources job descriptions
- Setting up the procedures as requested by Movenpick standards
- Establishing the reporting conform to the Movenpick hotels and resorts guidelines

In the operations:

- Responsible for the overall recruitment process
- Generating employment agreements and offer letters in line with local labor law
- Responsible for the administration and optimization of the TMS (Talent Management System)
- Responsible for the hotel's on boarding process of new hires.
- Liaising with area L & D regarding training and learning opportunities
- Preparing supporting documentation for salary and benefits reviews.
- Supporting and coordinating Area and corporate projects on a local level
- The preparation of periodic report (Weekly, Monthly and annual) relating to productivity, turnover, costing and performance indicators.

In the hotel strategies:

- Responsible for senior level decision making and strategic direction of the hotel.
- Develop and implement an annual agenda for HR strategy in line with the business plan and the guideline of Movenpick Hotels and resort.
- Responsible for the establishment of the annual budget of human resources and the guarantor of its application.

**REGIONAL ASISTANT of HUMAN RESOURCES & TRAINING DIRECTOR** (Corporate)  
**Group ACCOR Tunisia** /Regional Head Office, 11 Hotels as Sofitel, Mercure, Coralia Club, Ibis, Novotel – 2400 employees / From April 2006 to April 2009.

##### Main activities and responsibilities:

Human Resources operations:

- Selection and hiring of Directors and top executives for hotel units managed by Accor
- Detection of talent and followed their career plans
- Audits and inspections at hotels for compliance procedures and brand standards.
- Consolidation of the operating results of the units managed by the Accor group
- Approval of the staff budget after presentations and negotiations with different units

Learning and Development:

- Consolidation of training needs and establishment of a common plan for the units of the group and a specific plan for the specific needs
- Negotiation and establishment of partnership contracts with hotel schools and local training agencies
- Organization of social actions and compliance with sustainable development policy
- Monitoring national and international mobility within the group.

## EXTRA

### VOLUNTEER EXPERIENCE

Volunteer Senior Manager  
“On the road to 2022”  
Qatar World Cup 2022

### ASSOCIATIVE EXPERIENCE

Hospitality Industry/THP Association  
Founding Member

## INTERESTS

Photography

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Movies

Travel

Reading

## EXPERIENCE continued

### HR DIRECTOR

**Hotel Maritim Alhambra Thalasspa 5\*** - 280 Rooms – 240 employees  
From February 2005 to April 2006.

#### Main activities and responsibilities:

- Recruitment of executives and employees
- Development and monitoring of potential career plans
- Implementation of procedures and follow-up of the application
- Establishment of monthly payroll and social reports
- Preparation of staff budget and followed by the manning guide
- Detection of training needs and preparation of an annual training plan

### HR MANAGER

**Hotel Saphir Palace 5\*** - 320 Rooms / 280 Employees  
From August 2004 to January 2005

#### Mission preopening:

- Setting up work procedures and internal regulations of the hotel
- Selecting and hiring of the top management for the preopening and opening.
- Mass recruitment for the rest of the employees for the opening

### HR MANAGER

**Hotel Hasdrubal Thalassa & Spa 5\*** (one of the leading hotels of the world) 180 suits – 320 Employees  
From June 2003 to August 2004

#### Main activities and responsibilities:

- Followed by the application of internal regulations of the establishment
- Impose discipline and penalize employee misconduct
- Monitoring the Disciplinary Board of the establishment
- Represent the establishment in the Litigation courts
- Establish monthly payroll and social declarations
- Develop and follow the training plan
- Monitoring the attendance of employees

### HR MANAGER

**Hotel Marco Polo Hammamet 4\*** (Managed by Tryp Hotels – Sol Melia – Ste Hammam) 370 Rooms – 340 Employees  
From July 2000 to May 2003

#### Main activities and responsibilities:

- Recruitment of the staff
- Application of Discipline and the interior regularization
- Follow-up the in and out
- Establishment of monthly payroll
- Supervision of trainees and apprentices
- Monitoring of employment contracts
- Involving staff in training activities in foreign languages and in culinary training techniques

## TRAINING AND COURSES:

Period	Training aims	Location
June 2019	MH Virtual Campus – Admin Certification	Anantara Tozeur Resort
June 2019	Smart Recruiter Driver's Licence	Anantara Tozeur Resort
August 2019	Building Cross-cultural Rapport	Anantara Tozeur Resort
September 2019	Allocating responsibilities on an environmental team	Anantara Tozeur Resort
September 2019	Connect new Manager Orientation	Anantara Tozeur Resort
July 2012	OPQ Training (Operational Psychologic Questionnaire)	SHL Training Academy
October 2011	Coaching For excellence	MBA Mövenpick
April 2011	Essential Management Technique (EMT)	MBA Mövenpick
March 2011	Management by Objective (MBO)	Mövenpick Area training
November 2010	Selecting and hiring employees	Mövenpick Area training
February 2008	Annual evaluation and appraisal	Academy Accor Africa
April 2007	National health insurance and the new legislation	Lumiere formation
February 2007	Management and choice of employment contracts	Lumiere formation
March 2006	Communication and work relationship	Specialized course
June 2004	The individual labor disputes between the settlement and the adjudication	Seminar Labor inspection

## REFERENCES



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## DECLARATION

I hereby declare that all the statements mentioned above are true to the best of my knowledge and belief.

Nabil Garma